

Commonwealth of Massachusetts
Executive Office of Public Safety and Security

**Senator Charles E. Shannon, Jr. Community Safety Initiative
Local Action Research Partnerships: Building Capacity in
Funded Grant Communities**

Availability of Grant Funding

November 2012

Program Overview

The Senator Charles E. Shannon, Jr. Community Safety Initiative (Shannon CSI) is a statewide initiative to combat gang and youth violence.¹ As the administering agency for the Shannon CSI, the Executive Office of Public Safety and Security (EOPSS) provides funds to communities in Massachusetts that demonstrate high levels of youth violence, gang violence, and substance abuse.

To further support the Shannon CSI sites, EOPSS announces the availability of grant funding for Local Action Research Partners² (LARPs). Local Action Research Partners shall provide strategic, analytic, and research support to individual Shannon CSI sites and will help identify outputs and outcomes that can be tied to Shannon CSI resources.

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I. Important Highlights

Key Dates

AGF Posted:	November 15, 2012
Proposals Due:	December 19, 2012
Award Announcements Anticipated:	On or about January 7, 2013
Anticipated Grant Period:	February 1, 2013 through March 31, 2014

Eligibility: *Public and quasi-public entities or not for profit research entities established to fulfill a primary public purpose. Applicants must identify a partner Shannon CSI site, and include a statement of partnership from the Shannon CSI site program director or authorized signatory.*

¹ For more information on the Senator Charles E. Shannon, Jr. Community Safety Initiative, see www.mass.gov/safety/shannon.

² *Action Research* is the term used by the National Institute of Justice to describe the process by which a researcher works in close partnership as part of a team to provide strategic thinking, critical analysis, and continuous feedback to improve program operations.

Total funding available: Up to \$470,000 in federal Byrne Justice Assistance Grant funds.

- EOPSS will make multiple awards (maximum \$60,000).
- Applicants should apply for fourteen (14) months of funding. The anticipated funding cycle for projects will begin on February 1, 2013 and end March 31, 2014.
- Due to funding limitations, EOPSS may choose to fund the full amount requested in an application, or may award partial or no funding.
- Funds will be reimbursable to grantees. Reimbursement requests will be submitted to the OGR on a quarterly basis.
- Each grantee must submit quarterly cost expenditure reports to EOPSS.
- This grant does not require matching funds.

II. Grant Compliance Details

Grant recipients must abide by the grant requirements below as well as all Office of Grants and Research (OGR) sub-recipient grant conditions to be provided at the time of contracting.

1. Grants Management

- All sub-recipients of Byrne Justice Assistance Grant (Byrne JAG) funds must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds.
- All sub-recipients of Byrne JAG grant funds must maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Information about registration procedures can be accessed at www.sam.gov.
- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports.
- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, attendance of technical assistance meetings and compliance with survey response questionnaires.
- All costs paid with grant funds must be direct and specific to the implementation of the Shannon CSI LARP-funded project.
- In-state travel costs associated with the Shannon LARP award shall include mileage rates not in excess of \$0.45 per mile, actual tolls, or actual parking. No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR.
- Sub-recipients must comply with the satisfactory and timely submission of quarterly Performance Measurement Tool and other reporting as required by the Department of Justice, Byrne Justice Assistance Grant Program and OGR.
- Attendance at the Technical Assistance Webinar and any trainings deemed mandatory by OGR.

- Grant funds are subject to federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive Byrne JAG funding along with other federal funds must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of the project and is expected to be accessible upon the request of the OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- Supplanting of funds is strictly prohibited. Funds for projects and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- Indirect rates may not exceed 27.5%.
- No consultant or trainer may be paid more than \$450 for an eight-hour work day or \$56.25/hour without prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.
- No grant funds may be spent for construction, office furniture, or other like purchases.
- No grant funds may be spent for food or beverages for any meeting, conference, training or other event.
- Local units of government that expend \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget's circular A-133 <http://www.whitehouse.gov/omb/circulars/a133/a133.html> and submit the A-133 Summary (for units of local government and private organizations; not necessary for state agencies) to the OGR.
- All sub-recipients must complete a Certification of Compliance with Regulations form, responding to either Section A- Declaration Claiming Complete Exemption from the EEOP Requirement, Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and certifying that an EEOP is on File for Review or Section C-Declaration Claiming EEOP Submission Requirement. Some sub-recipients may be required to submit their EEOP or EEOP Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient's Certification, EEOP, or EEOP Short Form will need to be submitted to OCR in accordance with 28 CFR 42.301-308. Details will be provided prior to contracting.
- All publications, (e.g., written, visual or sound), published or produced with the use of Formula Grant funds must contain the following statement:
 - *This project was supported by (award no. to be determined), awarded by the U.S. Department of Justice, Office of Justice Programs.*

2. Procurement

- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the Sub-contractor are consistent with M.G.L. Ch. 30B procedures.
- Grant recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the Shannon CSI LARP grant award, shall include the provisions of the OGR standard grant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. A copy of the contract or MOU must be submitted to OGR for the grant folder once an award is made. *For the grant application, submit a letter of collaboration signed by the parties that explains the relationship of the agencies that will enter into a formal MOU if awarded.*

3. Other Requirements

- OGR sub-recipient grant conditions must be signed and dated upon award.
- All sub-recipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by EOPSS prior to contracting.
- Sub-recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the Byrne JAG Grant award, shall include the provisions of the OGR standard sub-grant conditions and enter into a written contract or memorandum of agreement (MOA) with the implementing agency or independent contractor. At a minimum, the contract or MOA must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOA must be submitted to the OGR for the sub-recipient grant folder.
- Non-profit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to non-profit agencies or local units of government.
- In accordance with civil rights laws and regulations, all sub-recipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. In addition, sub-recipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEO Plan). The completed "Certification of Compliance with Regulations" form must be submitted with the application. Additional civil rights compliance and reporting requirements will be addressed with sub-recipients upon award of the grant.

- The Anti-Lobbying Act of 18 U.S. Code § 1913 prohibits the use of federal funds for “grassroots” campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or a State or local legislative or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation.
- In addition to the requirements set forth above, successful applicants are required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funds.
- It is the responsibility of the sub-recipient to report alleged waste, fraud or abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations or appropriate guidelines for purposes of the grant. Reports should be made to **the Inspector General for the U.S. Department of Justice and/or to** the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General
John W. McCormack State Office Building
One Ashburton Place, Room 1311
Boston, MA 02108
800-322-1323
MA_OIG@maoig.net

Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

U.S. Department of Justice
Office of the Inspector General Field Office
1 Battery Park Plaza, 29th Floor
New York, NY 10004
212-824-3650
<http://www.usdoj.gov/oig/>

III. Scope of Services

EOPSS will make available grant funds for research and analytic support organizations to work in partnership with Shannon CSI grant sites. Local Action Research Partners will serve as project advisors and will bring analytic and data-driven approaches into the ongoing strategy development and implementation phases of the collaboration. Specific areas of assistance will include the areas below.

- **Assist grantees in meeting quarterly programmatic reporting requirements.** The Executive Office of Public Safety and Security requires Shannon CSI sites and funded programmatic partners to complete a quarterly programmatic progress report.³ This report provides information on

³ <http://www.mass.gov/eopss/funding-and-training/justice-and-prev/grants/shannon-csi/com-grantees-qrtly-rpt-forms/>

a target population/area; the goals, objectives and activities stemming from the funding; the quantitative measures and site outcomes demonstrating progress towards accomplishing goals; and implementation successes and challenges. Local Action Research Partners shall:

- * Collaborate, as needed, with the Shannon CSI site program director and steering committee to assist in completing the Shannon CSI site quarterly programmatic reporting requirements.
- * Collaborate, as needed, with the Shannon Statewide Research Partner (SRP) and funded Shannon CSI site partner agencies to assist in completing Shannon CSI quarterly programmatic reporting requirements.
- * Assist the Shannon CSI site program director, steering committee and funded Shannon CSI partner agencies by providing strategic thinking, critical analysis, and continuous feedback to improve program operations and to ensure the goals of the site and funded Shannon CSI partner programs are accomplished.
- * Share specific site or programmatic challenges that may need more intensive assistance from the SRP or EOPSS.

The LARP project director will meet regularly with the Shannon CSI site program director to ensure each party has sufficient access to all necessary information to ensure effective usage of Shannon CSI and LARP funds. The LARP and the Shannon CSI site steering committee may include in the required memorandum of understanding (see "Statement of Partnership Section") language to ensure LARPs and Shannon CSI funded agencies are clear about the information-sharing (e.g., law enforcement data, youth surveys, program evaluations) expected from all parties that will be used to help inform the Shannon CSI sites gang and youth violence reduction strategy.

- **Assist Shannon CSI site and EOPSS to identify how Shannon CSI funds complement and differentiate from other state-funded youth violence prevention or intervention programs.** Local Action Research Partners will work with Shannon CSI funded partners and the Shannon CSI steering committee to identify complementary sources of statewide youth violence funding received and how these funding streams work together to address the site's youth violence prevention, intervention, suppression and community mobilization strategies. A brief report shall be presented to the steering committee and EOPSS of the LARPs findings by June 30, 2013.
- **Share knowledge from research and evaluation literature.** Local Action Research Partners will share knowledge from research and evaluation literature with the Shannon CSI site program director, the steering committee and funded Shannon CSI partner agencies to ensure they are well informed about best practice research, and other promising research and strategies to reduce gang and youth violence.
- **Provide recommendations to the Shannon CSI community.** Local Action Research partners will present recommendations and proposed suggestions for their Shannon CSI communities at steering committee meetings based on the outcomes/ performance of the funded Shannon CSI

activities/programs and state/national research and evaluation literature. These recommendations should include: how to improve services, data collection, collaboration, communication, etc., as needed within the community. At the conclusion of the year, a summary of recommendations shall be provided to the Shannon CSI site steering committee and EOPSS.

- **Provide or facilitate site specific technical assistance.** Local Action Research Partners will provide or facilitate technical assistance in other areas, (e.g. program evaluation, data analysis) as agreed upon between the LARP and the Shannon CSI site program director.
- **Document the impact of action research on respective Shannon CSI communities.** In its quarterly report to EOPSS and in its annual case study report, the LARP will document and provide evidence of how the action research relationship has helped the community improve its services, collaboration and communication. The case study will be due to EOPSS by April 30, 2014.

IV. Application Process

This section describes: (A) application instructions and required sections, (B) submission process and deadline, and (C) the proposal review process.

(A) Application Instructions and Required Sections

To provide EOPSS the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

Instructions

- Binder or paper clipped proposals and attachments.
- Typed, single-spaced in 12-point font with one-inch margins.
- Eight-page maximum excluding cover page and budget forms

Required Sections—All applications must include the following sections:

1. Cover Page. Please complete all sections of **Attachment A**. The application will be invalid unless an authorized official from the applicant agency has signed and dated cover page 1. The form must be signed and dated in [blue ink](#).

2. Program Narrative (maximum 8 pages) Number the pages 1-8 and mark the narrative **Attachment B**. The narrative is comprised of three sections, the Statement of Partnership, Proposed Strategy and the Statement of Qualifications.

Statement of Partnership (No more than 1 page.)

- This section will describe the relationship between the applicant research organization and the partner Shannon CSI grant site (for example, LARP X and Community Y). Any past experience working together should be described. If this is a new partnership, the applicant should define the methods for establishing an effective working relationship including steps that may already have been taken. A signed memorandum of agreement that outlines the respective roles and responsibilities of the LARPs and their Shannon CSI partner site should be included as an attachment.

Proposed Strategy (No more than 5 pages.)

- In this section, applicants will describe how they plan to execute the activities described in the Scope of Service section above. Applicants should include expected challenges to their work and proposed solutions, a timeline with associated tasks to be completed, a description of the roles and responsibilities of each member of the research partner team using the standard definitions (see on page 6), and a description of the level of effort for each task.

Statement of Qualifications (No more than 2 pages.)

- In this section, applicants will address their experience working in collaborative public safety efforts. The expertise and project management capabilities of key staff should be addressed. The EOPSS will require a single point of contact for management of the grant, and the management and administration qualifications of the designated individual should be addressed. Organizational and administrative aspects of successful grant management should also be addressed, such as the ability to deliver quality products on schedule.

Project Budget Details and Budget Narrative (Label as **Attachment C** and **Attachment D**).

- Applicants must use the provided spreadsheet (see www.mass.gov/safety/shannon) to document their proposed costs for each category. Applicants are encouraged to identify in their personnel cost section the role of each member of the research partner team using the standard definitions in the table below. Applicants should also include a budget narrative that indicates how each budget line item links to the applicant's proposed strategy. Activities referenced in the proposed strategy should be included in the budget narrative to be considered for funding.
- Fringe benefits may be paid but only as actual direct costs incurred by the grantee.
- Approval of Indirect costs presented in the budget will be considered only with documentation of Federal approval.
- The top priority for the EOPSS is to make strategic use of this funding by maximizing the amount of funds that directly support programs and services. With this in mind, EOPSS strongly encourages organizations to use the lowest feasible fringe and indirect rates. *Indirect rates may not exceed 27.5%.*
- Consultants or contractors partnering with the Local Action Research Partner can be reimbursed to a maximum of \$450/day . Furthermore, a signed Memorandum of Agreement that outlines the respective roles and responsibilities of consultants or contractors should be included.

Role	Responsibilities
Project Director	Responsible for overall project direction and the quality and accuracy of all deliverables.
Project Manager	Responsible for day to day supervision and management of the project and the allocation of project resources.
Research Advisors	Work on an as needed basis to advise the project.

Junior Researchers	Perform research, analysis, and data collection tasks.
Administrative Assistants	Assist with project coordination and management and the production of deliverables.

Resumes of Key Personnel (no page limit)

- A summary page should introduce the resume section, identifying the role of each member of the research partner team using the standard definitions above.

(B) Submission Process and Deadline

Letters of intent and grant applications must be mailed or hand-delivered* to:

The Executive Office of Public Safety and Security
c/o James Stark
Office of Grants and Research
Ten Park Plaza, Suite 3720
Boston, MA 02116

For Information call: 617-725-3301

ONE ORIGINAL and **THREE COPIES** of the proposal **must be received no later than 5:00pm on Wednesday, December 19, 2012.** Faxed or e-mailed proposals will **not** be accepted.

*** If you choose to hand deliver the proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2nd floor. Also, the building security staff will not allow entrance into the office areas after 5:00pm or accept grant applications on behalf of the Office of Grants and Research. No exceptions will be made.**

(C) Proposal Review Process

The application will be judged on the criteria below:

- **Quality of the proposal.** Applications will be judged on the quality of the proposed approach and the degree to which the proposal reflects careful consideration of the possible implementation challenges. Other considerations include the creativity and feasibility of the proposed approach and the potential for improving the state of knowledge on youth violence and gang activity in Massachusetts.
- **Organizational experience.** Applications will be judged on the likelihood that the proposed research partner team can achieve successful results. Specific criteria include:
 - * **Action Research experience.** Proposals must demonstrate an ability to work in a hands-on manner with multiple partners in a collaborative fashion using data to develop strategies and provide feedback to refine strategies as the project progresses.

- * **Experience working with public safety and community organizations.** Proposals must demonstrate experience working with public safety and community organizations, must show an understanding of the challenges of applying research and analytical approaches in these settings, and how these challenges will be addressed.
- * **Management and organizational capability.** This program requires significant coordination and management. Proposals should address the level and variety of organizational resources available to the project team, and how those resources will be directed to support program goals.

Cost effectiveness of approach. Proposals will be evaluated on their ability to provide Massachusetts with a cost-efficient and effective approach to achieving results.

V. Notification of Awards

All funding decisions are at the discretion of the Secretary of Public Safety and Security. It is anticipated that grant awards will be announced on or about January 7, 2013.

VI. Proposal Checklist (for your review)

Proposal Elements and Required Attachments

- ☐ Attachment A - Grant Application Cover Page 1 signed and dated in [blue ink](#);
- ☐ Attachment B – Complete Program Narrative (max 8 pages)
- ☐ Attachment C – 2013 completed Budget Excel Worksheet (both the Roll Up and Detail sheets must be included in your proposal)
- ☐ Attachment D – Budget Narrative
- ☐ Attachment E – Contractor Authorized Signatory Listing Form

Questions: Questions may be submitted via email to james.stark@state.ma.us by December 12, 2012.